

Fire & Life Safety Division

Physical: Station 51 – 1911 S Terrace Court, Palmer

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Special Events Permit Application

Event Title			
Event Location			
Date(s)	Time Start	Time Finish	
Maximum Occupancy	Check List: <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Floor Plan <input type="checkbox"/> Site Plan	Cooking Vendor: <input type="checkbox"/> Yes <input type="checkbox"/> No Cooking On-site: <input type="checkbox"/> Yes <input type="checkbox"/> No Crowd Manager: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant's Name	I certify that I have read and examined this application and know the same to be true and correct. I recognize that approval of plans submitted does not presume to give approval to oversights by the Central Mat-Su Fire Department nor grant authority to violate or cancel the provisions of any other state or local law regulating this occupancy. (When the original plans are significantly altered or modified, they shall be resubmitted and an additional plan review fee may be charged; the additional fee will be \$95.00 per hour with a 2-hour minimum.)		
Company Name			
Mailing Address			
City State Zip			
Office Phone			Cellular
Email			Signature: _____
		Dated: _____	

The following guidelines are based upon the applicable codes and standards to ensure that you have a safe and successful event. To avoid delays, your event plan should be submitted to this office at least 30 days in advance of your event. Some events will require a final inspection by this office within 48 hours of the event starting. The following information shall be provided for approval:

- Fee:** Return the packet with a check for \$150.00, payable to “MSB”
- Letter of Intent:** Prepare a detailed letter with the following information:
 - A brief overview of the event, including the types of activities, equipment, and amenities it will have (e.g., indoors, outdoors, tents, open flame sources, cooking vendors, fireworks, propane heaters, and generators). *No open flames or smoking (such as torches or candles) shall be permitted within 25 feet of any structure.*
 - Total expected attendance over the course of the entire event and maximum peak attendance at any one time.
 - Date and time of day the event will start and finish.
 - Emergency action plan (may include designated route)
 - Name(s) and phone number(s) of on-site contact(s) before and during the event.

□ **Plans and Other Documentation:** This will include, but is not limited to, the information listed below:

- Property view with surrounding streets, other structures, and fire department access roadways (on-line maps work well for this) and location of nearby hydrants, if applicable.
- If there are any street closures, a separate detailed plan shall be provided to include types and locations of barricades, locations of closures, and an expected timeframe of the closure.
- Provide distances between the event amenities, lot lines, equipment, and other structures (to include tents/canopies)
- If applicable, identify areas where cooking will take place and the location of any generators or other amenities.
- Events will require a floor plan submitted that shall include the following:
 - Location and size of fire extinguishers (tagged for annual service or new)
 - Location and width of egress doors/openings
 - Location and design of exit, no smoking, and other applicable signage
 - Location of emergency lighting fixtures and their power source (battery, generator);
 - Location and dimensions of stages and platforms
 - Seating layout, to include tables, chairs, and standing room only areas. Layout shall include width of aisles, distances between rows, and method of attachment.

Electrical:

- All electrical equipment, appliances, power strips and extension cords shall be labeled by a nationally recognized testing laboratory (i.e., UL, FM or NTRL)
- Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor covering, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.
- Extension cords a re-locatable power taps shall be rated for heavy-duty use a minimum 14 gauge, polarized, grounded type 3-prong plug.
- Multiplug adapters shall not be plugged into another multiplug adapter. All multiplug adapters must have an internal circuit breaker.
- Extension cords for refrigerators, freezers, or microwave ovens are to be a minimum 12 gauge, polarized, grounded type, with a 3-prong plug that is intended for heavy duty use. These items shall be plugged directly into the nearest permanent outlet.

General Information:

- Trash containers shall be emptied often. Containers 40 gallons or greater shall be constructed of metal or other non-combustible material and have a lid.
- Portable, electric space heaters shall be listed, plugged directly into an approved receptacle, (not into extension cords), and not operated within 3 feet of any combustible materials or in locations for which they are not listed.
- All compressed gas cylinders (to include LP tanks) shall be restrained to prevent tipping.
- The use of smoke/haze will require further coordination with this office.

Cooking Vendors:

- All cooking vendors shall have a minimum of two (2) 3:A – 40:BC rated fire extinguishers.
- Cooking vendors using deep fat fryers are required to have at least one additional type “K” fire extinguisher.

- Cooking vendors who have more than 3 cooking appliances shall have 1 additional 3:A - 40BC or type “K” fire extinguisher for every two additional appliances.
- No cooking shall be permitted in a tent, under readily combustible materials, or indoors if the structure is not equipped with code compliant ventilation and suppression equipment.

Vehicles:

- Vehicles shall not obstruct fire lanes, exits, or egress path. Any vehicle parked within a building must have keys available upon request.
- Vehicles parked indoors shall have no more than ¼ tank or five gallons of fuel, whichever is less. Motorcycle tanks shall not exceed 2.5 gallons of fuel. Fuel caps shall be taped shut or fitted with a locking cap.
- Battery cables shall be disconnected on vehicles parked indoors.
- There should be no fueling or de-fueling of vehicles on site of the event.

Decorative Materials: Tents, Canopies, and Membrane structures shall be treated with an approved flame retardant and shall have a permanently affixed tag or label. (Polyethylene tarps during the hours of public use is prohibited) Provide flame retardant certificates or similar documentation for any draperies, swags, paper/plastic/fabric wall coverings, artificial grass, hay bales, streamers, or other decorative materials that will be used.

Fire Watch: Where, in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, one or more Fire Watch personnel shall be required and approved. Fire Watch personnel are not intended to replace or augment any required security personnel and they shall remain on duty while places requiring the fire watch are open to the public or activities are being conducted.

Crowd Managers: Where required, (1) dedicated crowd manager shall be provided for every (250) people starting with two (2) crowd managers. A crowd manager is responsible for identifying egress barriers, mitigate fire hazards, comply with permit conditions, direct and assist event attendees in evacuation, assist emergency personnel and help attendees with general questions and assistance.

The Fire Marshal and/or designee is authorized, at any time, to stop the use of any unsafe activity or event immediately. Failure to comply with the minimum Fire & Life Safety regulations may result in termination of the event.